

Volunteers In Parks

Job Description Sheet

Volunteers In Parks (VIP) can assist the National Park Service in many ways including visitor center operations, resource management projects, research work, historic and natural history programs, clerical assistance, historic restoration, park maintenance, and more.

Job Title: **Administrative Assistant,**
 Fort Smith National Historic Site

Job Description:

The Fort Smith National Historic Site currently employs between 10-16 staff members. Because of the heavy workload of paperwork and extra responsibilities regarding these employees an Administrative Assistant is needed. This VIP will be working directly with the Administrative staff in helping to sort and organize papers, alphabetizing, copying, and scanning files and on occasion pick up park mail. VIP uniform will be provided.

Skills Needed / Preferred:

- willingness to do general office tasks
- flexibility for various work times and job responsibilities
- ability to be self-directed and to complete assigned tasks

Goals / Outcomes of Job:

Help provide the Administrative staff suitable and organized paperwork and files to promote the proper care and handling of employee and site paperwork; thus, promoting the smooth operation and further promotion of the study and appreciation of Fort Smith.

Benefits to Volunteers:

Opportunity to gain important office skills including filing, scanning, and organizing; great resume builder; and Official VIP uniform provided.

Number of volunteers needed: Numbers Vary

Minimum Commitment:

VIP should work with VIP Coordinator and Administrative staff to determine the workload and designated job length.

Location of Position:	Supervisor:	VIP Coordinator:	Phone Number:
Administrative and Staff Offices	Quoya Waters	Cody Faber	479-783-3961

Firearms in the Park:

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.